

7/20/2005

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# CFS G/L MONTH-END CLOSING SCHEDULE

*JULY 2005 – Revised 7/15/05*

## **CLARIFICATION of this Closing Information and WHAT is actually closing:**

- The CAMS system is **NOT** “going down” and “restricting” users from access. This memo refers to the CFS General Ledger period (the CFS G/L Month) that is no longer open & available for module transaction activity to hit *that particular G/L period*.
  - Module transaction activity can be processed after a specific G/L period is closed; the transaction activity will post to the next G/L period/month. Quarterly & Year-end, this schedule is extremely important for transactions to post to the current G/L period.

## **TIER “ONE” CFS Module Closing**

The following modules, “Tier ONE”, will be placed in “PRELIMINARY” close for the **July 2005 General Ledger** (**CLOSED for JULY 2005 activity**):

BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)

**NOTE:** Month end G/L closing process does NOT prohibit end users from entering BOPs.

PR – Purchase Requisitions (Commitments)

PO – Purchase Orders (Obligations, etc.)

AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

AR – Accounts Receivable

On **FRIDAY, July 29, 2005, at 8:00 AM EST.**

After 8:00 AM EST, the modules mentioned above, “Tier ONE,” may begin working on August 2005 transactions; GL End Date ‘31-JUL-2005’ will no longer be available for input.

## **TIER “TWO” CFS Module Closing**

The following modules, “Tier TWO”, will be placed in “PRELIMINARY” close for the **July 2005 General Ledger** (**CLOSED for JULY 2005 activity**):

ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)

The Cost Accumulation Over/Under (CA O/U) process will be begin @ 8:05 am EST on Monday, June 27, and is expected to take approximately 6 hours to complete.

GJ – General Journal (GJs and Labor, etc.)

GL – General Ledger

On **FRIDAY, July 29, 2005, at “Time to Be Determined” EST** (Estimated, depending on CA O/U process and other month-end activities completion).

**NOTE:** Between 8:00 AM EST on Friday, July 29 until the July G/L Month is closed, the modules mentioned above, “Tier TWO,” must **NOT** enter ANY transactions while July 2005 is still open. **ONLY after** July 2005 is closed may “Tier TWO” modules mentioned above begin working on August 2005 transactions.

## **SPECIAL INSTRUCTIONS:**

- **Summary Level Transfer (SLT) and Labor Processing (GJs and Cost Adjustments):**
  - Please do **NOT** approve **ANY** SLTs or Labor Transactions **after COB Wednesday, July 27, until after the July 2005 G/L Period is closed**. Any approved SLTs after this cutoff will not hit the current GL period, but will hit a future GL period.
    - These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.
- **CA Surcharges:**
  - Please have the CA Surcharges processed **prior to the “Tier ONE” closing**.

**DATA WAREHOUSE reports and/or CFS Production reports will NOT have complete month-end data until the morning after month-end closing of the last Tier for CFS modules. Clientservices will email all DW users of complete month-end data availability in the DW as well as the Preliminary Close of the G/L period.**

## **DATA WAREHOUSE Snapshot & Refresh Process:**

Please do not revise the schedule of the DW Snapshot and Refresh process for **Friday, July 29, 2005**, to start the process **at 11:00 PM EST**, as scheduled, on that day. Thank you.

*Please pass this information along to end users in your area or any others you think may be interested.*